

Job Opportunity

Department of Aviation

WORKING TITLE: Maintenance Supervisor/Technician

ROLE: Equipment Service & Repair Manager II

POSITION NO: 00028

DEPARTMENT: Flight Operations & Safety

LOCATION: Henrico, Virginia

PAY BAND: 05

SALARY RANGE: \$48,000 - \$77,720

CLOSING DATE: December 1, 2006

DESCRIPTION: The Virginia Department Aviation is seeking a qualified individual to oversee and manage the maintenance requirements of the aircraft fleet, assuring safety and airworthiness compliance at all times.

QUALIFICATIONS: Performing maintenance tasks, including required inspections, airworthiness directives and applicable service bulletins and ensuring contract maintenance.

Tracking maintenance intervals according to FAA and manufacturer specifications, then forecasting required inspections and scheduling the work so as to maximize the aircraft availability for flight use

Reviewing work scopes for scheduled maintenance to determine whether maintenance will be conducted in house, or outsourced

Assisting in the selection of maintenance facilities, based on the shop's capabilities, cost, and geographic proximity to DOAV

Monitoring maintenance performed by third parties to assure work scope and quality compliance

Reviewing maintenance invoices from third parties for accuracy and reasonableness.

Pursuing warranty claims as appropriate

Managing unscheduled maintenance as it occurs, so as to return the aircraft to service as quickly as feasible, within reasonable financial constraints

Ensuring that all maintenance actions are properly documented

Ensuring that manufacturer's maintenance manuals are kept current, complete, and are adhere to by maintenance personnel

Managing the hangar facility to insure a clean and organized maintenance environment with proper maintenance and safety equipment while performing minor maintenance on hangar, hangar offices, and shop area.

Managing the parts and stores areas to ensure a clean and organized environment. Ensuring that parts are properly tagged and packaged and that shelf life is properly monitored.

Coordinating with the aircraft, engine, and avionics manufacturers and industry sources to stay informed of trends and regulatory requirements that may affect the aircraft fleet

Researching and recommending, in conjunction with operations staff, aircraft improvements such as avionics upgrades, replacement equipment, etc.

Making any necessary repairs on department or other state-owned aircraft.

Keeping assigned aircraft in a clean and presentable condition, including fueling and hangaring of aircraft.

- Airframe & Power plant (A&P) license with Inspector Authority (IA), with previous experience as a maintenance technician, with business aircraft preferred
- Preferred previous experience maintenance management
- Experience maintaining or managing at least one of the aircraft types currently operated by DOAV (Citation SII, King Air 200, Turbo Commander 1000, and Cessna 206)

Excellent working knowledge of FARs pertaining to aircraft maintenance

This position is subject to a criminal background check.

MAILING ADDRESS: **Department of Human Resource Management**
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